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28 August 56

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REGULATION

TRAINING  
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TRAINING AT NON-CIA FACILITIES UNDER PUBLIC LAW 110

RESCISSION: [REDACTED] dated 1 December 1953  
[REDACTED] dated 24 October 1955

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REFERENCES:

SYNOPSIS: This regulation prescribes the policies, responsibilities and procedures in extension of those outlined in [REDACTED] governing the education and training of Agency personnel at non-CIA facilities under the authority granted to the Agency by Public Law 110.

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1. GENERAL

a. Public Law 110 (81st Congress, 1st Session), section 4, provides that:

"(a) Any officer or employee of the Agency may be assigned or detailed for special instruction, research, or training, at or with domestic or foreign public or private institutions; trade, labor, agricultural, or scientific associations; courses or training programs under the National Military Establishment; or commercial firms.

"(b) The Agency shall, under such regulations as the Director may prescribe, pay the tuition and other expenses of officers and

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employees of the Agency assigned or detailed in accordance with provisions of subsection (a) of this section, in addition to the pay and allowances to which such officers and employees may be otherwise entitled."

- b. Under the authority granted to the Central Intelligence Agency by Section 4 of Public Law 110, the Director of Training is charged with the administration of training at non-CIA facilities and is authorized to incur obligations thereunder. Chiefs of foreign field stations are authorized to incur obligations not to exceed \$250 without prior approval of the Director of Training in any given case to meet the costs of foreign language training for Agency personnel under their jurisdictions.
- c. Whenever foreign language training is undertaken at non-CIA facilities, pursuant to [REDACTED] the provisions of this regulation will also apply in each case.
- d. The provisions of this regulation are not to be construed as limiting the use of non-CIA training facilities abroad for operational purposes by the Clandestine Services.

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2. POLICY

- a. Training at non-CIA facilities, including quota schools, may be provided by the Agency only for those individuals:
- (1) Who are members of the CIA Career Staff, unless a waiver of the requirement is granted by the DD/S.
  - (2) Who are qualified to meet the entrance requirements of the institution involved and the objectives of the proposed training.

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- (3) Whose proposed training will benefit the Agency either by:  
increasing their capability to perform their current duty assignment more effectively; or, by preparing them to undertake projected duty assignments requiring other or greater skills, or performance at a higher level of responsibility as a part of their planned career development.
  - (4) Whose assignments within the Agency, upon completion of the proposed training, have been determined by the heads of the Career Services concerned.
  - (5) Who agree: to remain in employment with the Agency for a period of time equivalent to three times the length of the training assignment; or, to reimburse the Agency for the expense of such training, or whatever portion of these expenses the Agency deems reasonable at the time of a voluntary separation.
- b. The selection of individuals for training at the senior schools and colleges of the Department of Defense and other comparable institutions, hereinafter referred to as Quota Schools, will be governed by the policies set forth below.
- (1) Selection shall be made in the interest of the Agency as a whole rather than in the interests of an organizational element or the individual.
  - (2) Only those members of the CIA Career Staff who have been determined to be the best qualified representatives of the DCI and the Agency will be selected for attendance at Quota Schools.

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(3) All eligible members of the CIA Career Staff are considered as being in competition to fill the Agency quotas at such schools, whether or not they apply.

c. Training will normally be proposed on the basis of the individual's Fitness Report and the plan for his career development. The individual may either apply or be selected to enter training in the interests of the Agency and for career development purposes.

3. RESPONSIBILITIES

a. The Director of Training will:

(1) Designate non-CIA facilities, including Quota Schools, suitable for Agency use in specified fields of training subject to the concurrence of the Director of Security.

(2) Review and act upon all favorably endorsed requests for the training of personnel at non-CIA facilities, process Agency personnel in and out of training status, and prescribe the administrative conditions which govern their participation in such facilities.

(3) Determine in collaboration with the sponsoring component the need for cover in each case and request DD/P to arrange for cover to meet the requirement.

(4) Convene, at his discretion, advisory boards to assist him in the recommendation or selection of individuals for training.

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b. Heads of Career Services will:

- (1) Determine the eligibility of all Career Staff personnel under their respective jurisdiction as candidates for training at Quota Schools and nominate, to the Deputy Director concerned, those most qualified to represent the DCI and the Agency.
- (2) Review requests for training at non-CIA facilities and forward those requests recommended for approval to the Deputy Director concerned.

c. Deputy Director (Intelligence), (Plans), and (Support) each will:

- (1) Review the Quota School nominations from the Heads of Career Services under their respective jurisdictions, and in turn nominate to the Career Council, candidates for each Quota School equivalent in number to two times the number of slots available.
- (2) In collaboration with the Director of Training, and the Director of Security, brief Agency personnel selected by the DCI for training at Quota Schools on the nature and extent of information about the Agency which may be discussed with the faculty and student body at each school.
- (3) Review requests for training at non-CIA facilities and forward those requests recommended for approval to the Director of Training
- (4) Indicate on all requests for training whether there are any security or cover factors to be considered.

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- (5) Submit annually to the Director of Training for budgetary purposes, a statement of estimated requirements for the training of personnel at non-CIA facilities for the next fiscal year and a provisional estimate for the fiscal year following.
- d. The CIA Career Council will review the qualifications of the candidates nominated by the Deputy Directors for attendance at Quota Schools and recommend to the DCI the selection of principal and alternate candidates for each school.
- e. The Deputy Director (Plans) will:  
At the request of the Director of Training provide cover for personnel approved for training at non-CIA facilities.
- f. Agency personnel participating in training approved under this regulation will:
  - (1) Comply with the administrative, security, and cover measures established for the particular program.
  - (2) Execute the Agency Training Agreement Form No. 1060.
  - (3) Participate in approved training on a full-credit basis.
  - (4) Submit such reports and materials related to the training program as the Director of Training may request.
  - (5) Take immediate action to recover all allowable refunds for return to the Agency, in the event the training program is not to be completed.

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4. PROCEDURES

a. Requests for Training

- (1) A request for the training of an individual at non-CIA facilities shall be prepared on CIA Form 136 (3 copies) and be submitted through channels to the Director of Training for his consideration and action.
- (2) Applications for full-time programs of study at institutions in the Washington area shall be in OTR at least one (1), and preferably three (3), months prior to registration. Applications for full-time training at government agencies and institutions outside the Washington area shall be in OTR at least three (3), and preferably six (6), months prior to registration.
- (3) Applications for part-time training programs at institutions in the Washington area shall be in OTR one (1) month prior to registration.

b. Selection

Final decision on the selection of individuals for training shall be made as set forth below:

- (1) For training at Quota Schools:
  - (a) Not later than 1 November of each year heads of Career Service Boards will nominate candidates for Quota Schools to their respective Deputy Directors.

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- (b) Deputy Directors will forward their nominations to the Director of Training not later than 1 December of each year for transmittal to the Executive Secretary, CIA Career Council.
  - (c) At its December meeting, the CIA Career Council will review the nominations of the Deputy Directors and make recommendations to the DCI. Candidates will be considered by the Council only for the Quota School designated and not for any other School.
  - (d) Final decision on the selection of candidates will be made by the DCI or the DDCI. Formal training requests will be initiated thereafter by those selected.
- (2) For all other training at non-CIA facilities, the final decision on the selection or approval of individuals for training will be made by the Director of Training.



TRAINING AGREEMENT

\_\_\_\_\_  
Date

In consideration of my being detailed by the Central Intelligence Agency to \_\_\_\_\_  
(School or institution, identification of course)

\_\_\_\_\_  
and the training or instruction I shall receive at government expense, I hereby agree to remain in the employ of the Central Intelligence Agency after completion of this training, unless involuntarily separated, for a period of three times the length of the training assignment; and that in the event of a voluntary separation occurring prior to the expiration of said period, I shall reimburse the government for the expense of my training or such portion thereof as the Agency may consider reasonable at the time of separation. For this purpose, Training expenses shall be construed to include tuition, fees, books, travel and allowances.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Witness